



FRS 2.1 User Guide

Chapter 2-C

SUBMISSION SETUP

October 1999

Table Of Contents

1. INTRODUCTION..... 1

2. SUBMISSION SETUP..... 1

 2.1 INTERNET SETUP..... 1

 2.2 SPRINTMAIL SETUP..... 2

1. INTRODUCTION

PHAs may submit data to MTCS either via the Internet or SprintMail. This chapter explains how to choose your preferred method of transmission of FRS 2.1 data.

2. SUBMISSION SETUP

Choosing a preferred method of transmission takes place during the FRS 2.1 setup or from within the Main Menu. The first sample shows the steps for Internet selection, and the second sample shows the steps for Sprintmail selection.


2.1 INTERNET SETUP

After you complete the Housing Agency Profile, you are automatically prompted to select your submission selection.

OR

From the Main Menu, click on the *Submit File* drop down menu and select *Submission Setup*.

To setup FRS 2.1 to transmit data via the Internet:

- 1) Select the **Internet Transmission** button and click . The **Internet Browser Application File Directory** window appears.
- 2) Enter your Internet browser's directory and executable file into the **Command Line** field.

NOTE: If you do not know the directory and executable file for your Internet browser, click the **Browse** button. The **Select the directory where the application file is stored** window appears. You can search for the Internet executable file.

Examples of Internet browser directory and executable files are:

C:\netscape\netscape.exe

C:\windows\explorer.exe

- 3) Click . The **Internet Submission File Directory** window appears.

- 4) Enter the directory name into the **Command Line** field. Tenant data files are saved under this directory. (i.e., **C:\TO_MTCS**)

- 5) When you finish, click on . The **FRS 2.1 Main Window** appears. You completed the setup for Internet submission.

NOTE: Some computers display a message that says you must reboot your system to complete setup. If so, reboot your computer now and reopen FRS 2.1.


2.2 SPRINTMAIL SETUP

After you complete the Housing Agency Profile, you are automatically prompted to select your submission selection.

OR

From the Main Menu, click on the *Submit File* drop down menu and select *Submission Setup*.


To setup FRS 2.1 to transmit data via Sprintmail:

- 1) Select the **SprintMail Transmission** button to transmit tenant data to the MTCS database via SprintMail. Click , and the **SprintMail Application File Directory** window appears.
- 2) Enter **C:\SPRMAIL\SPRMAIL.COM** or the directory where you installed SprintMail in the **Command Line** field.

If you do not know the proper path, use  to locate the correct path.


- Click . The **Return SprintMail Mailbox ID** window appears. Complete these fields in the Return SprintMail Mailbox ID to access the SprintMail network:

- **SprintMail Mailbox Return ID**
- **SprintMail Password**

- 3) After you enter your Sprint Mailbox ID, click . The **FRS 2.1 Main** window appears. You completed the setup for SprintMail submission.

NOTE: Some computers display a message stating that you must reboot your computer to complete setup. If so, reboot your computer now and reopen FRS 2.1.

NOTE: Because the SprintMail host requires periodic password changes, you must change the SprintMail submission password every time you update the PC SprintMail and SprintMail host passwords. To change the FRS 2.1 submission password for SprintMail, see below:

- Select **Submission Setup** from the **Submit** drop down menu of the FRS **Main Menu**.
- Click  twice, and the **Return SprintMail Mailbox ID** window appears.
- Enter the new password into the **SprintMail Password** field.
- Click the **Finish** button. The password is updated, and the FRS **Main Menu** returns.